

5) = SAM 2

DATE: April 8, 1970

TO : Professor L. A. Herzenberg
Department of Genetics

FROM : Robert M. Nelson
Director of Personnel and Employee Relations

SUBJECT: MINORITY EMPLOYMENT RECORDS

Dear Professor Herzenberg:

The President has asked me to reply to your memorandum of April 3 concerning the recent request of the Personnel Services Department for information about ethnic group identification of all employees.

As you know, it is now necessary for the University to supply the Federal Government with statistics on the composition of the total work force including designations of minority employees. This must be done at least annually on the Equal Employment Opportunity Report. In addition, our Affirmative Action Program must include additional detail about minority representation in position assignments throughout the departments. This will require compilation of reports at least every six months.

In order to provide this information with minimum cost and effort, the Personnel Services Department is now establishing a computer-related information system. This central personnel information file will be subject to controls concerning its confidential nature as are payroll and similar files.

Some years ago the ethnic identification of applicants and employees was clearly forbidden. This condition still holds for applicants. However, identification of employees is now required as part of the Federal Government's reporting system to review an employer's accomplishments in achieving minority employment and training objectives. I personally support this approach because it removes doubts as to minority representation in the work force and provides statistics that can be seen openly and then evaluated.

I am aware that this brief note just touches upon the reporting requirements and may not answer all of your questions. If you wish to review these matters further, either by telephone or in a personal discussion, please call me on extension 3776.

Sincerely yours,

Robert M. Nelson

cc: President Pitzer
Dr. Glaser
Dr. Lederberg
Mr. Scroggs
The Editor, Stanford Daily